



U.S. Department
of Transportation

**Federal Aviation
Administration**

Memorandum

Subject: **ACTION:** AIR-100 Policy Memorandum #00-01, Proper
DAS Program Notification (Letter of Intent) Contents and
FAA Response

Date: Mar 10, 2000

From: Manager, Aircraft Engineering Division, AIR-100

Reply to
Attn. of:

To: All Aircraft Certification Offices

Reference: AIR-100 Policy memorandum #00-02, "Designated Alteration Station Certification Activities Performed on Foreign-Registered Test Articles, and at Off-Site Locations" dated March 10, 2000.

This memorandum prescribes Aircraft Certification Service policy addressing what should be contained in Designated Alteration Station (DAS)-submitted Program Notifications, and Aircraft Certification Office (ACO) response guidelines. Please note that the terminology "Program Notification" is being introduced in the draft Order 8100.XX; DAS, DOA, SFAR 36 Authorization Procedures and is replacing the term "letter of intent." This policy applies immediately to all DASs and managing FAA offices. The contents of this Policy Memo will be incorporated in draft Order 8100.XX and should be adhered to by those DASs participating in the DOA/DAS/SFAR 36 (DDS) prototype program.

a. STC Program Considerations. The DAS authorization granted is based upon an organization's demonstrated capability to alter products and determine that alteration designs satisfy the airworthiness standards and are in a condition for safe operation. Projects that involve numerous parties in the design, manufacture of parts, and/or prototype installation of the alteration require additional scrutiny on the part of both the DAS staff and the managing ACO. The managing ACO should evaluate the capability of the DAS to perform such projects, considering the experience and competence of the other parties involved, during the review of the Program Notification.

b. Program Notification. The DAS administrator (coordinator) must submit a detailed program notification to the ACO early in the project containing the information in 14 Code of Federal Regulations (CFR) Part 21.463(a)(1). If the project scope or

schedule is significantly revised the DAS must resubmit the program notification and obtain concurrence from the FAA.

(1) The program notification must:

(a) Include a certification plan that contains the information in attachment 1.

(b) Identify any novel or unusual aspects of the program including any international aspects, or foreign airworthiness authorities involved.

NOTE: The referenced AIR-100 Policy Memo #00-02 details additional information required for DAS certification activities performed on foreign-registered test articles and/or at off-site locations.

(c) Identify any design changes that are considered "significant" according to the definition in Order 8100.5, Aircraft Certification Directorate Procedures.

(d) Specify who will perform the design and installation work (excluding certification activities) if other than the DAS, the scope of each parties' involvement in the design and installation work, and provide a description of how the DAS will manage the other parties activities to ensure that all certification requirements are met (e.g., periodic contact/meetings with the company performing the design work to monitor design progress, issues of concern, and proposed modifications to the design and/or schedule, etc.).

(2) The managing ACO must coordinate the review and approval of the original program notification, and any subsequent supplements and/or revisions with the accountable MIDO, AEG, and other affected FAA organizations. The DAS managing ACO should coordinate with the Type Certificate managing ACO as appropriate. The managing ACO must respond formally, in writing, within 30 calendar days from date of receipt. The managing ACO response must address the following points:

(a) Concurrence or non-concurrence of the proposed certification plan.

(b) Acceptability of the certification basis; or any limitations, conditions, or objections.

(c) The names and other contact information of FAA engineers, manufacturing inspectors, AEG focal points, and administrative staff assigned to the project.

(d) Identify specific FAA involvement in the project and require the DAS to provide adequate notice to the FAA of activities in which the FAA will participate.

(e) The requirement that the DAS must notify/coordinate with the ACO in a timely manner should the projects' scope and/or schedule be significantly revised. Significant changes which should be reported include:

1. Changes in any parties involved, or the level of their involvement in the design or installation of the alteration.
2. Changes in the location of where the installation to support initial certification will be performed.
3. Any schedule changes of activities in which the FAA will participate.
4. Certification methodology changes.
5. Any other changes deemed appropriate by the managing ACO.

NOTE: The managing ACO should determine any other types of changes that require notification, based on the DAS's capability and project types. The managing ACO and the DAS administrator should ensure they understand the types of schedule/project scope changes that must be reported.

(f) Response of the foreign airworthiness authority as to the acceptability of the modification itself and/or the foreign installation location and any additional requirements, e.g., findings to another country's airworthiness regulations.

The requirements of this policy memorandum will ensure proper DAS/FAA communications regarding DAS STC projects and provide an acceptable level of information for the managing FAA offices to effectively manage DAS projects.

For more information on this Policy Memo, contact Carol Martineau, AIR-110, 202-267-9568, or Ralph Meyer, AFS-610, 405-954-7072.

D. Hempe for
James C. Jones

cc: AFS-300/AIR-200/AFS-610

Attachment 1

The following information should be in the Certification Plan:

- Description of the type design change including significant features. Identify any new design or process areas.
- Completed copy of FAA form 8110-12, Application for STC.
- The DAS proposed certification basis, i.e., the airworthiness requirements including amendment levels that are considered to be applicable, and noise and emission requirements.
- A compliance checklist showing proposed methods of compliance (laboratory testing, ground testing, flight testing, analysis, similarity, etc.) and the responsible staff members for each of the regulations.
- Identification of where and how the type design data and compliance substantiation data will be documented.
- Discussion of risk sharing and non-domestic supplier arrangements.
- State if any novel or unusual features are involved.
- State if ground and/or flight testing is required.
- The proposed Airworthiness Certificate Category for Flight Testing.
- A proposed schedule of major events/milestones.
- State which Manuals (Maintenance, Wiring Diagram, IPC, etc.) that are planned to be issued or revised.
- State if an Airplane Flight Manual Supplement is required or will be revised.
- State how equipment is approved. For example: RTCA/DO-160D, PMA, TSO, RTCA/DO-178B and software level, etc.
- If alteration will not be accomplished at the DAS facility provide information on the facility where the alteration will be accomplished.
- Proposed compliance method(s) and how the DAS intends to demonstrate the operational aspects of:
 - (1) STC testing of modifications accomplished to an aircraft for determining operational suitability in meeting the operational regulatory requirements.
 - (2) DAS recommended aircraft maintenance manual and maintenance program changes for acceptable compliance with ICA requirements, if required.
 - (3) Aircraft Flight Manual Supplements.
 - (4) Proposed changes to MMELs if required.
 - (5) Proposed Flight Crews Operating Manual Procedures, if required.
 - (6) Proposed flight crew training requirements, if required.
 - (7) Emergency Evacuation demonstrations, if necessary.
- State if ICA are affected.